

1. What are the main uses of scheduling and work management software? Select all that apply.

0.75 / 1 point

- ☒ Quickly communicate with teammates and stakeholders
- ☐ This should not be selected
Scheduling and work management software may have a communication component, but it's mainly used to help visualize a team's progress, assign tasks to multiple teammates, and track progress on the team's work. For quick communication, project managers can use collaboration tools like email and chat.
- ☒ Help visualize a team's project progress
- ☒ Correct
The software typically has a visual component that makes it easy to understand task progress. It also helps project managers easily assign tasks.
- ☒ Efficiently track progress on the team's work
- ☒ Correct
Work management software is useful to track and visualize progress so project managers don't have to do it manually. It also helps them easily assign tasks.
- ☒ Easily assign tasks to multiple teammates
- ☒ Correct
With the software, the project manager can easily assign tasks and the team can understand who is working on what tasks. It also helps the project manager visualize team progress.

2. Which of the following are best practices when introducing a new tool to a team? Select all that apply.

0.75 / 1 point

- ☒ If replacing a tool, allow for a transition period
- ☒ Correct
If you are replacing an existing tool, allow for a period of time to transition from the old tool to the new. You should also ask for stakeholder input and make time to discuss the tool from the start.
- ☒ Ensure the tool is functional *after* the team is introduced to it.
- ☐ This should not be selected
It's best to test and experiment with the tool *before* the team is introduced to it. That way, you can ensure the tool will work for your team. You will also be able to answer basic questions about the tool when your team implements it.
- ☒ Get feedback from stakeholders on important features that may help manage the project.

- ☒ Correct
Use stakeholder expertise to get feedback on features. You may also ask for their input on the tool's functionality.

☒ Discuss the tool early and often

- ☒ Correct
Make sure you give your team enough time to prepare to use a new tool. Discuss the new tool with them from the start so they don't feel surprised when you introduce it. You should also give them the chance to provide feedback.

3. Fill in the blank: If a project has a _____, then it may be worth the team's time to learn a more sophisticated tool.

1 / 1 point

- ☐ limited budget
☒ large scope
☐ short deadline
☐ small team

- ☒ Correct
Projects with a large scope and sufficient funding may benefit from a more robust project management tool. With a more sophisticated tool, the project team and stakeholders will need time to get familiar with it.

4. As a project manager, you need to determine how best to communicate with stakeholders across the company. Which tools are best for communicating?

1 / 1 point

- ☐ Productivity tools
☐ Budgeting tools
☒ Collaboration tools
☐ Work management software

- ☒ Correct
Collaboration tools such as email and chat can help you quickly and efficiently communicate with your team and stakeholders.

5. Which three of the following best practices can help you choose tools for your project?

0.75 / 1 point

☒ Understand a tool's purpose.

- ☒ Correct
When you understand a tool's purpose, you can determine if it's going to solve a specific problem. For example, some tools are good at helping you organize work and manage resources. Other tools will help you communicate more

effectively.

☒ Know a tool's capability.

☒ Correct
When you understand a tool's capability, you determine if it's going to make tasks easier for you or cause additional confusion. Sophisticated tools like scheduling and work management software can solve very specific problems. For example, they can help you visualize your team's progress.

☒ Select tools based on your project's scope

☒ Correct
You may choose a tool based upon the project's scope. For a larger project, you may need to use a more sophisticated tool. For a smaller project, a straightforward tool might be more effective.

☒ Choose the same tools you used in your last project.

☐ This should not be selected
While you may want to use tools that the team is familiar with, ultimately, you should choose the tools that help your team perform the best. Learning a tool's purpose and capability will help you decide if it will work for your project and your team.